

March 13, 2025 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

JANUARY 2025 MINUTES

LIBRARY DIRECTOR'S REPORT

TREASURER'S REPORT

COMMITTEE REPORTS

- Finance Committee
- Branding Committee
- Building & Grounds Committee
- Fundraising Committee
- Nominating Committee

UNFINISHED BUSINESS

- Building Insurance/ D&O Insurance
- Jones Estate

NEW BUSINESS

- Approval Votes
 - Gift Acceptance Policy
 - Materials Selection & Collection Development Policy
 - Budget Amendment
- For Discussion: Bylaw Amendment

PUBLIC EXPRESSION

ADJOURN

Patterson Library Board Meeting Minutes

January 9, 2025

Present: Jennifer, Linda, Joe, Tim, Steve, Christopher, Steve, Barb, Carolyn, Joan

Attending by Zoom: Mara, Pete, Kathy, Carl

Absent: Laura

Meeting called to order by President Jennifer Johnson at 7:00 pm. Megan introduced our most recent hire, Brette, to the Board.

The November 2024 minutes were accepted without change.

The 2025 budget was discussed by Tim. The streamlining of the budget and treasurer's report using Quickbooks is an ongoing process. Some good news from the updated budget for 2024 shows an increase in the amount we received from fundraising from what was budgeted.

Megan commented on points from her Director's Report. Service contracts for such things as the Auditor, Elevator, Heating, etc. will be reviewed to see that we get the best service we can. The New York State Construction money for 2024 has been received. A question as to investing that money until we are ready to use it was discussed with no decision made. Two hundred new library cards were assigned in 2024.

Committee Reports

Building & Grounds: Steve announced that the carpet installation is complete on the first floor. Pucci will be contacted to install the carpeting on the stairs. Proposals for updating part of the Heating system will be looked into as there is a difference of approximately \$30,000 between two bids received. The new piano bench should be arriving soon

Executive Committee: Jones estate update: See attached memo

Personnel: A motion was made by Linda, seconded by Christopher to approve the hiring of Brette. Motion unanimously approved.

Building and insurance: Building insurance is being reviewed for coverage and price. Offers will be reviewed by the Finance Committee. If the decision is made to change coverage for 2025 the current insurance can be cancelled with the new insurance being prorated for 2025. More information will be made available at the March meeting.

Meeting adjourned at 8:10 pm

Respectfully submitted,

Barbara Kittle

Branding Project: Four bids have been received with interviews taking place on the 14th and 15th of January. A motion was made by Joan, seconded by Tim to make available \$8,000 for the Branding Project. Motion unanimously approved.

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on March 13, 2025

Administrative News

- **The Annual Report for NY State** was completed and submitted to CCLS (Chautauqua-Cattaraugus Library System) for review before it is sent on to the DLD (Dept. of Library Development).
- The **Branding Committee** had four excellent options for graphic design firms. We ultimately entered a contract beginning March 1st with Custom Management Solutions (Delana Rupp and Stephanie Bussman.) Our initial meeting will be on March 25th.
- Megan Disbro from CCLS manages the **Libby e-book and audiobook** purchases and stats. She shared that 2024 was another year for record-breaking use system-wide with 144,526 checkouts.
- We will be participating in a **"Bunny Hop"** through Westfield's shops on April 18th. Questions should be directed to Marilyn Hemmer.
- The library received an **Employee Retention Credit** payment of \$13,020 in February.

Facility News

- The Final Report for the **New York State Construction Grant for 2021 for Elevator Upgrades** was submitted and approved by the DLD. We are now awaiting the final award amount of almost \$2,000.
- Overnight Feb. 2nd multiple alarms were triggered by the **Fire Alarm System**. Our security company sent a technician who inspected the system, replaced the smoke detector for the elevator, and advised staff on the best way of securing the South facing emergency doors from the Staff/Break Room. Building and Grounds Committee is investigating whether or not to replace the doors.
- Both **boilers were nonfunctioning** on Feb. 3rd. Stark Tech technician discovered a bad fuse in one and tried to fix an error code in the other. On Feb. 5th Stark Tech sent someone from maintenance who conducted overdue preventative maintenance and replaced a pump which was causing the errors in the other boiler.

Programming News

Youth Services—V. Thomas

We've had a great start to the new year! So far we've read aloud to about 473 kids and their adults through 41 programs, including Story times, and special events (That's not counting those we served in the community at the events that we didn't read at!). We launched a crochet club for teens & tweens, which led to Nancy starting an adult fiber craft club. Our new weekly Lego club has been a huge hit, and we held a fun video game tournament where everyone made their own pizzas – and we've already had requests to do another one!

We also Celebrated the Lunar New Year with a program attended by 30 people, where Megan taught us some Mandarin Chinese. In February, each of our story times had over 35 attendees, covering topics like the history of women in Olympic sports, Valentine's Day, and Dr. Seuss. It's been a busy, exciting start to the year and we're looking forward to more fun ahead!

Adult Services—N. N. Ensign

February Adult Programs

Feb. 3 - Return of Culinary Creations-5 patrons. This patron led program is held monthly. Five in attendance, they select a recipe from a chosen book to share with their friends in the library. We hope to grow this group.

Feb. 4 - Best Seller's Book Club- 6 patrons. This 30-year group continues to grow in interest and passion to read. This group fluctuates in attendance as some of them are snowbirds.

Feb. 11/18/25- Starting this Tuesday, we have reinstated our "Cozy Crafters" which is a knitting/crochet/embroidery group of 4-6 patrons. We will also hold a monthly Cozy Crafters workshop with surprise guests and projects.

Feb.14 - Westfield Quilt Guild Art Reception- 20ish people. I installed this gorgeous exhibition on day 1 of my covid and was not able to attend the opening reception. They are holding a \$5 raffle for one of the quilts on display and it will be pulled on March 14 at the end of the show.

Feb. 18-Cooking with Chef Jim, "Quick and Easy Gourmet Meals" patrons in the Main Reading Room is a monthly presentation with Jim Powers of Wanderlust. This has been highly successful and were booked with Jim until April. We plan to continue to present his programs in the fall.

Feb. 26 - Mystery Book Club-6 patrons- CJ Tudor "The Chalk Man".

Fundraising News

Patterson After Dark tickets will be distributed at the March 13th meeting. Trustees will also be receiving sheets to help track sales. For those not present at the meeting and envelope will be waiting at the Circulation Desk.

Save the Date

We will be hosting a Volunteer Appreciation Luncheon at noon on Thursday April, 10th. On behalf of all the Staff, I want to thank you all for your dedication and time serving as Trustees.

By the Numbers:

| | January 2025 | January 2024 | January 2023 |
|-----------------------------|--------------|--------------|--------------|
| Adult Book Circulation | 862 | 805 | 822 |
| Children's Book Circulation | 960 | 906 | 649 |
| Downloadable/Streaming | 520 | 473 | 474 |
| Other Circulation | 643 | 650 | 715 |
| All Items Circulation | 2465 | 2834 | 2660 |
| Visits | 2708 | 2244 | 1597 |
| Reference Questions | 111 | 94 | 78 |

| | February 2025 | February 2024 | February 2023 |
|-----------------------------|---------------|---------------|---------------|
| Adult Book Circulation | 813 | 813 | 625 |
| Children's Book Circulation | 954 | 980 | 522 |
| Downloadable/Streaming | 439 | 452 | 421 |
| Other Circulation | 711 | 664 | 729 |
| All Items Circulation | 2478 | 2909 | 2705 |
| Visits | 2626 | 2241 | 1362 |
| Reference Questions | 178 | 92 | 65 |

The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member
Samantha I.V. White, Of Counsel

Kelly E. Coughlin, Of Counsel

Stuart B. Shapiro, Of Counsel



TO: Patterson Library Board of Trustees, Director

FROM: Stephanie A. Adams, Esq. and Kelly Coughlin, Esq.

RE: Board Update Memo regarding the Jones Estate
INTENDED FOR INCLUSION IN BOARD PACKET
NO WAIVER OF ATTORNEY-CLIENT PRIVILEGE IMPLIED

DATE: March 7, 2025

To the Board and the Director:

I hope this message finds you in good health.

This is the third update memo on the progress of the Jones Estate, for inclusion in the board minutes.

The purpose of this memo is to update both the board and any member of the public who desires information on the bequest to the Library.

Background

Juliana Jones was a volunteer at the library whose will listed the library as her sole beneficiary. Ms. Jones died on June 3, 2024.

Because Ms. Jones did have family that would be her natural heirs, and because charitable bequests are overseen by the New York State Attorney General (“AG”), the Library has connected with both the family and the AG to carefully have the will evaluated through the probate process. At the end of the process, whatever the court and AGE determine to be the proper disposition shall be made.

Attorney Kelly Coughlin, of counsel to my office and experienced with both wills and real estate, has been retained to handle the estate. I am providing these bi-monthly updates, so a record of the process is available on your publicly posted board minutes. These reports can also be shared with any member of the public who has questions.

Current Status

The estate has been filed with Chautauqua County Surrogate’s Court (File No. 2024-903/A). Letters of Administration have been issued, and George (Pete) Holt has been named Administrator. NOTE: Mr. Holt, who is a library trustee, has declined compensation for this service.



Mr. Holt is in the process of gathering all the assets of the estate and everything appears to be progressing normally.

And that is the update through March 1, 2025.

The next update will be sent a week prior to the May board meeting.

Very truly yours,

Stephanie A. Adams, Esq.

Gift Acceptance Policy

I. General Policy

The Patterson Library welcomes and appreciates gifts that support its mission. The Library Director is authorized to accept the following types of gifts:

- Cash or marketable securities
- Unrestricted donations of books and other library materials
- In-kind donations specifically designated or solicited for existing projects or activities

The Patterson Library reserves the right to decline any gift that does not align with its mission or may encumber the Library financially or administratively.

Donors should be aware that all gifts, not subject to Board Approval, may be used for auction, resale, donation or disposal as determined by the Library Director (or their designee.)

II. Gifts Requiring Board Approval

The Board of Trustees must review and approve, by majority vote at a regularly scheduled meeting, the acceptance of the following gifts:

- A. **Gifts with financial or administrative obligations:** Items that may impose ongoing costs or responsibilities on the Library.
- B. **Conditional art donations:** Art given on the condition that it must be displayed in the Library or retained permanently.
- C. **Gifts creating new programs:** Any donation intended to establish a new Library program.
- D. **Non-marketable securities:** Including closely held stock, limited partnership interests, joint ventures, and other non-liquid investments.
- E. **Real estate:** Each proposed real estate gift must be reviewed for title, condition, marketability, maintenance costs, and environmental concerns. The donor must provide a current appraisal from a qualified appraiser and cover all associated costs (appraisal fees, environmental audits, title insurance, etc.).
- F. **Gift annuities**
- G. **Charitable remainder trusts or charitable lead trusts:** The Library will not serve as a trustee for such trusts.
- H. **Life insurance policies:** A policy will not be recorded as a gift until the Library is named as both the irrevocable owner and beneficiary.
- I. **Named endowment funds**
- J. **Conditional gifts** with any other special requests (including plaques which are subject to the Patterson Library Plaque Policy.)

III. Acceptance and Use of Books and Library Materials

Gifts of books and other materials may be evaluated for inclusion in the Library's collection based on existing collection policies. Donated materials may be sold, with proceeds benefiting the Library. Items deemed unsuitable for sale may be disposed of at the Library's discretion.

If a donated book is added to the collection or if funds are donated for a new book, a bookplate recognizing the donor or honoring an individual (for memorial gifts) may be included. These books are subject to existing collection policies and are not guaranteed permanent retention by the Library.

IV. Gifts of Art

The Library Director may accept art pieces with the understanding that public display is not guaranteed and the piece may eventually be subject to sale to further the mission of the library. Any conditions or restrictions to art donations are subject to Board Approval per Section II.

The Library will strive to maintain records of art including: Donor name, artist name, year of acquisition, provenance, copyright waivers and any Board Approved Conditions.

V. Gifts Funding Physical Objects

At times donors may want their funds spent on physical item/s to support the Library and its mission. These items may be authorized or accepted by the Library Director unless the donor has requests that would fall under Section II. Gifts Requiring Board Approval. Unless approved by the Board of Trustees prior to donation, any excess funds post-purchase of the physical item/s fall under the General Policy and can be used as determined by the Library Director (or their designee.)

VI. Restrictions on Gifts

Donors may impose restrictions on gifts only under the following conditions:

- The restriction aligns with the Library's mission.
- The restriction does not hinder the Library's ability to seek other funding.
- The restriction does not place an undue burden on Library resources.
- The restriction does not expose the Library to adverse publicity.

VII. Special Collections and Archival Donations

In general, the Library accepts archival or historical materials related to:

- The Patterson family, for whom the Library is named
- The Patterson Library building and land

Other historical or archival materials, especially those needing careful handling and storage to ensure their preservation, will be referred to the Chautauqua County Historical Society or other suitable repositories.

VIII. Policy Amendments

The Board of Trustees reserves the right to amend or revoke this policy at any time.

IX. Donor Advisory

The Patterson Library strongly encourages prospective donors to consult legal and financial advisors regarding the tax and estate implications of their gifts.

All valuation appraisals are the responsibility of the donor. The Library Director, staff, volunteers or trustees cannot value items for tax purposes.

Adopted 3/10/2016

Reformatted and amended DRAFT 2025

Patterson Library Materials Selection & Collection Development Policy

I. Purpose

This "Collection Management Policy" sets the Patterson Library's policy and procedures governing:

- Selection
- Cataloging
- Evaluation
- Removal

of "Library Resources" as defined in this Policy.

The purpose of this Policy is to position the Library to assure its community, and relevant oversight authorities, that the Library's collection management practices meet the needs of the community served by the Library, uphold the Library's mission, and comply with relevant law and regulations.

II. Definitions

NYCCR: New York Codes, Rules and Regulations

Library Resources: As defined by 8 NYCRR 90.3 "Library Resources" means "the print and nonprint materials owned by the library and any other services provided by the library to the resident borrowers of the Library's Area of Service." In this Policy, Library Resources held by the Library are collectively referred to as the "**Catalog**" or "**Collection Materials**."

Collection Management: The overall term for the selection, procurement, cataloging, evaluation, and removal of Library Resources.

Selection [of Library Resources]: The process by which library resources are chosen by Library staff (see "Selection Criteria" below), based on the Library's budget and through use of vetted materials.

Selection Criteria: The criteria determined by the Director and other Library staff, based on the goals and identified community needs in the Library's Long-Range Plan adopted by the Board, that must be met by the collection.

Procurement: The process by which selected library resources are purchased. Procurement is governed by a combination of law, regulation, and Library policies, including the Financial Controls Policy. For certain purchases, it may also be governed by grant or gift terms required by funding sources.

Cataloging: The process by which purchased items are formally added into the Library's collection. "Cataloging" includes how selected materials are listed in the Chautauqua Cattaraugus Library System's online catalog database and in what section of the Library they are placed (where they are "shelved").

Evaluation: The process by which collection materials are periodically reviewed to ensure they remain physically intact, relevant, and meet "community needs" as required by 8 NYCRR 90.2(6).

Request for Re-Evaluation: The formal process by which any trustee, library employee, or individual served by the Library by residing in the Area of Service of Westfield, NY and with a valid Library account/card.

III. Collection Management

A. Selection

The Selection Criteria of the Library, as informed by the Long-Range Plan approved by the Trustees, are attached as Appendix "A."

Selection Criteria are set by the Director.

Selection Criteria are maintained as a schedule to enable ease of amendment and flexibility with respect to evolving community needs.

It is expected, but not required, that Selection Criteria as set forth in Appendix "A" may be updated more frequently than this Policy. Such revision does not require approval by the Board.

B. Cataloging

The procedures for Cataloging the Collection of the Library, as informed by the Library's Long-Range Plan, are attached as Appendix "B."

The procedures for Cataloging are maintained as a Schedule to enable ease of amendment and flexibility to evolving community needs.

It is expected, but not required, that the procedures for Cataloging may be updated more frequently than this Policy. Such revision does not require approval by the Board.

As required by 8 NYCRR 90.2, the Library provides a circulation system that facilitates access to the Library's Collection as cataloged after selected materials are acquired.

The procedures for Cataloging are set by the Director, as informed by the Long-Range Plan approved by the Trustees, and the Director's familiarity with current relevant standards as set by the Library and the library and information management profession.

C. Evaluation

1. Routine Evaluation

As required by 8 NYCRR 90.2(6), library resources in the Library's collection are routinely evaluated to ensure the collection meets community needs; to ensure routine evaluation, the Library Director oversees such evaluation per the schedule attached as Appendix "C."

The Director reports to the Board on the routine evaluation of library resources regularly.

Routine evaluation decisions are often affected through a process referred to as "Weeding" the Library's procedures for Weeding are included in Appendix "C."

2. Request for Re-Evaluation

People with a valid library card who reside in Westfield, NY (Patterson Library's area of service) may request that the selection or cataloging of a library resource or resources be re-considered.

To initiate a Request for Re-Evaluation, the request-maker may fill in the "Request for Re-Evaluation" form attached as "D." **Only the factors listed in the form are a suitable basis for a filing such a request.**

The procedure for removal based on a Request for Re-Evaluation is addressed in Section III.E.3 of this policy.

Materials shall generally only be subject to re-evaluation under this sub-section "2" once every 5 years. For repeat requests within 5 years, unless the selection criteria have changed with respect to the subject materials, the prior determination shall be supplied.

Records management: records pertaining to a Request for Re-Evaluation are kept for 6 years (see LGS [Local Government Schedule]-1 #601). In addition, also per the LGS-1 #601, because such records deal with serious constitutional issues and may have value for future research, the Library shall appraise such records for historical significance prior to disposition.

D. Removal

Per Education Law Section 260, *"prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public, cooperative or free association library which receives over ten thousand dollars in state aid, the Trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public."* Also as required by law, the Trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

Removal of damaged or technologically obsolete items

Upon finding that a library resource is too damaged to be useful or has become technologically obsolete to the point where it can no longer function in the manner intended, the item will be removed from the collection.

Removal based on Routine Evaluation

Upon finding, after routine evaluation, that a library resource no longer meets the then-current selection criteria (see Appendix "A") of the Library, the item will be removed from the collection.

Removal based on Request for Re-Evaluation

If a "Request for Re-Evaluation" form is properly submitted and either the Director, or the Board of Trustees upon appeal, determine that the library resource it pertains to should be removed from the collection, it will be removed from the collection and the catalog by the Director (or their designee).

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, this policy, and the following excerpts from the American Library Association's Code of Ethics:

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Decisions shall be communicated in writing with modifications as determined by the issuing authority.

Records management: records pertaining to removal based on Requests for Re-Evaluation are kept for 6 years (see LGS-1 #601) and may be kept longer based on a determination of operational or historic significance.

Table of Appendices and Authorities

| | |
|-------------------|--|
| <p>Appendices</p> | <p>Appendix A: Library's Selection Criteria</p> <p>Appendix B: Library's Cataloging Procedures</p> <p>Appendix C: Library's Routine Evaluation of Collection Materials Schedule & Procedures</p> <p>Appendix D: Library's Request for Re-Evaluation Form and Procedure</p> |
|-------------------|--|

| | |
|---|--|
| <p>Controlling laws and regulations</p> | <p>New York Education Law Title I, Article 5, Part 2</p> <p>8 NYCRR 90.1, 90.2, and 90.3</p> |
|---|--|

Appendix "A"

To be submitted by Library Director

Appendix "B"

To be submitted by Library Director

Appendix "C"

To be submitted by Library Director

Appendix "D"

See page 6:

This Materials Selection & Collection Development Policy Adopted 11/12/2020

Amended TBD

Reference: Adams, Stephanie A. *Public Library Collection Management Policy Template and Guide*. ESLN, PULISDO, 7 June 2022.

FORM TO REQUEST RE-EVALUATION OF LIBRARY RESOURCE

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging. To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

| | |
|--|--|
| NAME | |
| Address | |
| Library Card # | |
| Catalog # of Material of Concern | |
| Title of Work | |
| Basis of Concern (select all that apply): | <ul style="list-style-type: none"> <input type="radio"/> Does not meet current Selection Criteria <input type="radio"/> Improperly Cataloged (please note specific issue) <input type="radio"/> Does not fall within needs of community |
| Please include any comments you would like the Library to consider. Cite any specific pages or examples: | |
| Have you read/viewed this item in its entirety? | |
| Are there resources you suggest to provide additional information or viewpoints on this topic? | |
| If this request is on behalf of a group please enter the name here. | |
| Date submitting form: | |
| Signature: | |

For Library Use: Date of Receipt _____ *Staff Initials* _____

Instructions and process:

Please only list **one work** per form.

Please submit this form by either emailing it to director@pattersonlib.org, or mailing/delivering it to Patterson Library 40 S. Portage St. Westfield, NY 14787, or faxing it to 716-326-2554.

Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the selection or cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original request, and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by either emailing or mailing these documents to the President of the Board of Trustees (this information may be obtained by visiting or calling the Library 716-326-2154.)

The Board of Trustees is an all-volunteer organization that meets no less than 4 times per year. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, policies, and the American Library Association's Code of Ethics as well as the American Library Association's Statements on the Freedom to Read/View.

The Board of Trustees' determination is final.

Article XII of the Patterson Library By-laws states:

These by-laws may be altered or amended in whole, or in part at any meeting of the Board of Trustees by a two thirds majority of the Board of Trustees. A written notice of the proposed change or amendment must be sent to each trustee at least twenty days prior to the meeting at which the action is to be taken.

I move that **Officers of the Board of Trustees**, Article VI, sec. 3 of the by-laws be adapted to read:

Vice President: In the event of absence or disability of the President, their duties shall be performed by the Vice President. Further, the Vice President shall chair the Policy Committee. As such, they shall work in concert with the Director to review, develop, excise or revise library policies as needed or as required by the New York State Commissioner of Education.

Proposed:

To change the 2025 to reflect that:

FY2024 grant \$85,000 instead of \$125,000

Therefore changing "State Construction Grant Costs" to \$252,589

And "Total Capital Expenses" to \$264,589

| | | | |
|--------------------------------|--------------------------|--|--|
| Capital Expenses | | | |
| | \$ 292,589.00 | | |
| State Construction Grant Costs | \$ 252,589.00 | | FY2023 \$167,589; FY2024 \$125,000 \$85,000 |
| General Construction | \$ 4,000.00 | | |
| Construction Supplies | \$ 4,000.00 | | |
| Computers | \$ 4,000.00 | | |
| | \$ 304,589.00 | | |
| Total Capital Expenses | \$ 264,589.00 | | |

| | <u>Jan - Feb 25</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--|-------------------------|------------------|---------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Community Bank Income | 681.17 | | |
| Lake Shore Savings Income | | | |
| Lake Shore Savings Interest | <u>28.20</u> | | |
| Total Lake Shore Savings Income | 28.20 | | |
| Operating Income | | | |
| Local Funding_11.2 | | | |
| Town of Westfield_11.1 | 12,000.00 | 47,000.00 | -35,000.00 |
| Village of Westfield_11.1 | 10,000.00 | 40,000.00 | -30,000.00 |
| WACS_11.1 | <u>0.00</u> | <u>11,000.00</u> | <u>-11,000.00</u> |
| Total Local Funding_11.2 | 22,000.00 | 98,000.00 | -76,000.00 |
| CCLS Funding_11.8 | | | |
| State Aid (LLSA)_11.3 | 215.10 | 2,000.00 | -1,784.90 |
| CCLS Grants_11.7 | <u>800.00</u> | <u>7,000.00</u> | <u>-6,200.00</u> |
| Total CCLS Funding_11.8 | 1,015.10 | 9,000.00 | -7,984.90 |
| Other Federal Aid_11.12 | 13,020.78 | | |
| Private Funding_11.14 | | | |
| Unrestricted | | | |
| General Gifts & Memorials_11.14 | <u>2,617.10</u> | <u>23,000.00</u> | <u>-20,382.90</u> |
| Total Unrestricted | 2,617.10 | 23,000.00 | -20,382.90 |
| Art and Archives | | | |
| Art Gifts and Sales_11.14 | <u>65.00</u> | | |
| Total Art and Archives | 65.00 | | |
| Program Funding | | | |
| Children's Grants & Gifts_11.14 | 0.00 | 400.00 | -400.00 |
| Adult Grants and Gifts_11.14 | 0.00 | 400.00 | -400.00 |

Megan to ask for 2.5% increase for fiscal 25-26 (\$1000)

2nd check of expected 6 for ERC

| | | | | |
|---|------------------|-------------------|--------------------|--------------------------------------|
| Total Program Funding | <u>0.00</u> | <u>800.00</u> | <u>-800.00</u> | |
| Total Private Funding_11.14 | 2,682.10 | 23,800.00 | -21,117.90 | |
| Earned Income | | | | |
| ILL_11.18 | 4.00 | | | |
| Merchandise Sales_11.18 | 10.00 | 400.00 | -390.00 | |
| Book & Equipment Sales_11.18 | -12.37 | 2,000.00 | -2,012.37 | |
| Fund Raisers_11.15 | | | | |
| Fundraisers_11.15 | 0.00 | 16,500.00 | -16,500.00 | |
| Pat Society memberships_11.15 | <u>8,830.00</u> | <u>17,000.00</u> | <u>-8,170.00</u> | Great catch up for Patterson Society |
| Total Fund Raisers_11.15 | 8,830.00 | 33,500.00 | -24,670.00 | |
| Charges_11.17 | <u>635.64</u> | <u>3,000.00</u> | <u>-2,364.36</u> | |
| Total Earned Income | <u>9,467.27</u> | <u>38,900.00</u> | <u>-29,432.73</u> | |
| Total Operating Income | 48,185.25 | 169,700.00 | -121,514.75 | |
| Capital Income | | | | |
| State Construction_13.4 | 0.00 | 90,806.00 | -90,806.00 | |
| Capital Gifts_13.2 | <u>0.00</u> | <u>1,000.00</u> | <u>-1,000.00</u> | |
| Total Capital Income | <u>0.00</u> | <u>91,806.00</u> | <u>-91,806.00</u> | |
| Total Income | <u>48,894.62</u> | <u>261,506.00</u> | <u>-212,611.38</u> | |
| Gross Profit | 48,894.62 | 261,506.00 | -212,611.38 | |
| Expense | | | | |
| Operating Expenses_12.32 | | | | |
| Personnel Expenses_12.5 | 42,749.96 | 295,102.00 | -252,352.04 | |
| Library Materials_12.9 | 6,903.13 | 32,250.00 | -25,346.87 | |
| Supplies and Maintenance | 11,396.31 | 67,200.00 | -55,803.69 | |
| Programs | <u>354.90</u> | <u>9,900.00</u> | <u>-9,545.10</u> | |
| Total Operating Expenses_12.32 | 61,404.30 | 404,452.00 | -343,047.70 | |
| Capital Expenses | <u>6,584.15</u> | <u>304,589.00</u> | <u>-298,004.85</u> | |
| Total Expense | <u>67,988.45</u> | <u>709,041.00</u> | <u>-641,052.55</u> | |
| Net Ordinary Income | -19,093.83 | 447,535.00 | 428,441.17 | |

| | | | |
|------------------------------|--------------------------|--------------------------|--------------------------|
| Other Income/Expense* | <u>163,215.17</u> | <u>178,000.00</u> | <u>-14,784.83</u> |
| Net Income | <u>144,121.34</u> | <u>269,535.00</u> | <u>413,656.34</u> |

***Other Income Breakdown**

Endowment Activity

| | | | |
|---------------------------------------|-------------------|-------------------|-------------------|
| Endowment Unrealized Gain/Loss | 45,703.15 | | |
| Endowment Gains/Losses | 123,457.71 | | |
| Endowment Income | -5,945.69 | | |
| Endowment Draw_11.16, 13.2 | 0.00 | 174,000.00 | -174,000.00 |
| Total Endowment Activity | <u>163,215.17</u> | <u>174,000.00</u> | <u>-10,784.83</u> |

Dieffenbach Kappler Fund Activi

| | | | |
|--|-------------|-----------------|------------------|
| Dieffenbach Kappler Draws | 0.00 | 4,000.00 | -4,000.00 |
| Total Dieffenbach Kappler Fund Activi | <u>0.00</u> | <u>4,000.00</u> | <u>-4,000.00</u> |

| | | | |
|----------------------------------|-------------------|-------------------|-------------------|
| Total Restricted Activity | <u>163,215.17</u> | <u>178,000.00</u> | <u>-14,784.83</u> |
|----------------------------------|-------------------|-------------------|-------------------|

| | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Total Other Income | <u>163,215.17</u> | <u>178,000.00</u> | <u>-14,784.83</u> |
| | <u>163,215.17</u> | <u>178,000.00</u> | <u>-14,784.83</u> |

Patterson Library
Cash & Endowments
As of February 28, 2025

| | <u>Feb 28, 25</u> | |
|---------------------------------------|----------------------------|--|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Community Bank CD | 101,346.89 | Matures in May |
| Lake Shore Bank Accounts | | |
| Lake Shore Money Market | 84,923.15 | |
| Lake Shore Checking | <u>707.60</u> | |
| Total Lake Shore Bank Accounts | 85,630.75 | |
| Community Bank Operating Fund | 68,323.66 | Recommending a \$70,000 draw in early to mid May, reassess in July |
| Cash on hand | <u>286.22</u> | |
| Total Checking/Savings | 255,587.52 | |
| Other Current Assets | | |
| Investment Accounts | | |
| Charles Schwab Investment Acct | 4,748,618.91 | Little over \$100,000 gain over end of 2024 |
| Dieffenbach Kappler Fund | <u>96,515.08</u> | |
| Total Investment Accounts | 4,845,133.99 | |
| Total Other Current Assets | <u>4,845,133.99</u> | |
| Total Current Assets | <u>5,100,721.51</u> | |
| TOTAL ASSETS | <u><u>5,100,721.51</u></u> | |
| LIABILITIES & EQUITY | 0.00 | |